



Gateway User Guide

Notice of Excess AV

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How do I get to the application screen in Gateway?

Each user has a username and password that will allow access to Gateway. The username is the email address on file with the Department of Local Government Finance (DLGF). Users without a Gateway account may contact gateway@dlgf.in.gov to register.

Web Address (URL):

<https://gateway.ifionline.org/login.aspx>

Please note that Gateway works best using **Firefox** or **Google Chrome**.

Accessing the Budget application

After signing in, users will see the Local official Gateway page. Choose the “Budgets” option.



On the Select Unit page, users should select the unit that established the redevelopment commission.

Select Unit from List

Currently Viewing Year:

Click a link below to select your unit.

Unit Code	Unit Name Link	Unit Type	Unit County	User Role
0000	Adams County	County	Adams	Editor

Navigate to the Upload Page

Once the unit is selected, users will be directed to the Unit Main Menu page. To submit the Notice of Excess Assessed Value, the user should select the “Submit Signed Form 4 and Other Documents” button.


Select Unit > Unit Main Menu

Selected Year: 2017 | Selected Unit: Madison County - 0000 Madison County


Unit Main Menu - 0000 Madison County

Select from the options below to customize your unit's funds, departments, and/or


Department of Local Government Finance Tasks

 Customize Funds, Departments, Debts, Rev. Codes

View and edit lists of funds, depts., debts by fund and rev. codes.

 View Forms, Enter and Edit Budgets

View, edit and submit Forms to DLGF.

 Submit Signed Form 4 and Other Documents

View, upload and submit budget-related documents to DLGF.

Upload Documents

On the Upload Documents page, users will select “Declaration of Excess TIF AV” from the dropdown menu. Users will then be prompted to provide a description for the document. An example description could be “Madison County RDC 2016 Notice of Excess AV.”

[Select Unit](#) > [Unit Main Menu](#) > **Upload Budget Documents**

Selected Year: 2017 | Selected Unit: Madison County - 0000 Madison C

Submit Files - 0000 Madison County

Submit File

Select file type:

Signed Budget Ordinance/Resolution (Form 4)

Signed Budget Ordinance/Resolution (Form 4)

Proof of Publication (Form 3)

Appropriation Reduction Ordinance/Resolution

Signed LOIT Ordinance

Annual Economic Revitalization Area Abatement Information

Declaration of Excess TIF AV

Submit Signed Form 4 and Other Documents

After selecting “Declaration of Excess TIF AV” and providing a description, users may click the Choose File button to identify the file from their local computer. After the file is selected, users should click “Submit Signed Form 4 and Other Documents.”

Review your upload

Upon successful upload, users should see a list of documents. At least one document should be displayed with a “TIF Excess AV” file type.

[Select Unit](#) > [Unit Main Menu](#) > [Upload Budget Documents](#)

Selected Year: 2017 | Selected Unit: Madison County - 0000 Madison County

Submit Files - 0000 Madison County

Submit File

Select file type:

Signed Budget Ordinance/Resolution (Form 4) ▼

Enter description for 'Other':

Enter a Description:

Select File to Upload:

Choose File

No file chosen

File Upload Successful

Submit Signed Form 4 and Other Documents

Please note: The Proof of Publication often consists of the Advertiser's Claim/Affidavit and an attached newspaper clipping.

Successfully Submitted Document

Publication File Name	File Type	File Description	Action
Test County Notice of Excess AV.pdf	TIF Excess AV	Test County RDC 2016 Notice of Excess AV	Delete

Users may review any uploaded documents by clicking the hyperlink for the document on the left side of the table.

Questions

Questions related to the submission of the Notice may be directed to the Department’s Gateway support team at gateway@dlgf.in.gov or (317) 234-4480. Questions related to the contents of the Notice may be directed to Assistant Budget Director Dan Jones at djones@dlgf.in.gov or (317) 232-0651. Questions may also be directed to Deputy Commissioner Matthew Parkinson at mparkinson@dlgf.in.gov or (317) 232-3759.